

CLASSIFICATION: PSYCHOLOGICAL ASSOCIATE I

Class Code: 7179-24

Date Established: 06-24-94

Occupational Code: 7-7-5

Date of Last Revision: 01-27-16

Exempt Status: Exempt

BASIC PURPOSE: To provide diagnostic and treatment services for clients in a state institution or agency, and to assist in cooperative research projects under the clinical supervision of a licensed Chief Psychologist or designated licensed Psychologist.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Selects and administers psychological tests and other diagnostic procedures, including techniques for measuring intelligence, cognitive functioning, diagnosing personality structure and pathology under the supervision of a licensed psychologist or licensed social worker as indicated by the testing material-established criteria.
- Prepares interpretive reports following analyses of psychological tests and observations of behaviors.
- Develops and implements individual treatment programs based on the interpretation and analysis of psychological, social, and educational data.
- Provides both direct and indirect clinical services to residents.
- Supervises interns or other students in administering and scoring of certain tests under the supervision of licensed clinicians.
- Attends local, state and national organization and treatment meetings as institution or agency representative; consults with community professions and agencies about mental health issues.
- Performs cooperative research projects, prepares reports, and recommends purchase of new technical materials, books and other publications.
- Conducts seminars for psychology students, interns, or nursing personnel in area of professional specialization such as child development, forensic psychology, vocational rehabilitation, or therapy techniques under the supervision of licensed clinicians.
- Testifies at institutional legal proceedings or parole hearings as required.

DISTINGUISHING FACTORS:

Skill: Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

Knowledge: Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

Impact: Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organization goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Master's degree in psychology, mental health counseling, or social work.

Experience: One year of post-Master's experience in clinical psychology or clinical mental health counseling or social work, in a clinical or hospital setting supervised by a Masters Level Clinician, Psychologist or Psychiatrist who is New Hampshire state licensed.

OR

Education: Ph.D. or Psy.D in clinical psychology from a psychology program fully accredited by the American Psychological Association.

Experience: No experience required.

SPECIAL REQUIREMENTS:

1. Prior to appointment, Master's degree applicants applying for this position must submit an official document attesting to the experience requirement of this classification.
2. The administration of particular tests and diagnostic tools by the Psychological Associate may require specific licensure, certification and/or training which are not covered by the Minimum Qualification requirements above. If this is applicable to the position, the specific tests and tools used, and the requirements for their use, must be listed in the supplemental job description and approved by the Division of Personnel prior to recruitment.

RECOMMENDED WORK TRAITS: Thorough knowledge of the principles of motivational dynamics; considerable knowledge of the principles and practices of developmental, clinical and abnormal psychology as required for clinical assessment and treatment of mentally ill or developmentally disabled persons. Skill in behavioral observation, psychological testing, scoring and interpretation, psychotherapy, counseling and consultation. Ability to create and maintain harmonious relationships with patients, relatives, employees, and persons from other agencies. Ability and willingness to learn and accept new techniques and concepts in the field of psychology. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.